

**XYZ COMPANY LTD.**

123 Business Street,  
Metro City, 45678  
Voucher No.: PCV-2024-0123  
Date: 2024-06-25

Petty Cash Voucher Slip

Paid To	Purpose / Description	Account Code	Amount (USD)
John Doe	Office Stationery	5401	35.50
Alice Smith	Courier Charges	5720	18.75
Michael Lee	Tea & Coffee Supplies	5470	22.00
Total Amount			76.25

**Amount in Words:** Seventy-six dollars and twenty-five cents only.

Prepared By

Verified By

Approved By

Received By

- All supporting bills and receipts must be attached to the voucher slip.
- Ensure expenses listed are within the petty cash limit and company policy.
- Voucher must be authorized by designated personnel before cash is disbursed.
- Retain a copy for audit and record-keeping purposes.